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PART II

Statutory Notifications (S. R. O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 9th March, 2015

S.R.O. 200 (I)/2015.— The Honourable Speaker National Assembly, in exercise of powers conferred by rules 5, 9, 12 & 15 of the National Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1973, has been pleased to specify the following methods, qualifications and conditions for appointment to the following posts in the National Assembly Secretariat:

2. **Method of appointment.**— The posts will be filled up in the following manner:-

(759)

[379 (2015)/Ex. Gaz.]

Price : Rs. 40.00

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
(1)	(2)	(3)	(4)	(5)
1.	Additional Secretary (Admin)	21	50%	50%
2.	Additional Secretary (Legislation)	21	50%	50%
3.	Additional Secretary (Committees)	21	50%	50%
4.	Additional Secretary (PAC)	21	50%	50%
5.	Director General (Library & Research)	20	50%	50%
6.	Director General (I.R)	20	50%	50%
7.	Director General (P.R)	20	50%	50%
8.	Director General (IT)	20	50%	50%
9.	Joint Secretary (Administration)	20	50%	50%
10.	Joint Secretary (PAC)	20	50%	50%
11.	Joint Secretary (Establishment)/ Director General (HRM)	20	50%	50%
12.	Joint Secretary (Committees)	20	50%	50%
13.	Joint Secretary (Litigation)	20	50%	50%
14.	Joint Secretary (Legislation)	20	50%	50%
15.	* Omitted	-	-	-
16.	Director (Research)	19	50%	50%
17.	Director (I.R)	19	50%	50%
18.	Director (Protocol/Visa-Passport/Media) (BS-19)	19	50%	50%
19.	Director (I.T)	19	50%	50%
20.	Engineer Incharge	19	50%	50%
21.	Sergeant-at-Arms	19	50%	50%
22.	Deputy Secretary	19	50%	50%
23.	Deputy Secretary (Litigation)	19	50%	50%
24.	Chief Reporter (Urdu)	19	50%	50%
25.	Chief Reporter (English)	19	50%	50%
26.	Chief Interpreter	19	50%	50%
27.	Chief Translator	19	50%	50%
28.	Deputy Secretary (Legislation)	19	50%	50%
29.	Draftsman	19	50%	50%
30.	Chief Editor of Debates	19	50%	50%
31.	Chief Finance and Accounts Officer	19	-	100%
32.	Director (Budget)	19	-	100%
33.	** Senior Librarian	18	50%	50%
34.	Senior Research Officer	18	50%	50%
35.	Deputy Director (I.R)	18	50%	50%
36.	Deputy Director (Visa/Passport/Protocol/Media) (BS-18)	18	50%	50%
37.	Deputy Director (LAN)/System Analyst	18	50%	50%
38.	Senior Engineer	18	50%	50%
39.	Deputy Director (Telecasting)	18	50%	50%
40.	Deputy Sergeant-at-Arms	18	50%	50%
41.	Section Officer	18	50%	50%
42.	Section Officer (Litigation)	18	50%	50%
43.	Senior Official Reporter (Urdu)	18	50%	50%
44.	Senior Official Reporter (English)	18	50%	50%
45.	Senior Interpreter	18	50%	50%

* Omitted vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

** Amended vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
46.	Senior Translator	18	50%	50%
47.	Deputy Draftsman	18	50%	50%
48.	Senior Editor	18	50%	50%
49.	DDO	18	-	100%
50.	* Librarian	17	50%	50%
51.	Research Officer-cum-Speech Writer	17	50%	50%
52.	Assistant Director (I.R)	17	-	100%
53.	Assistant Director (P.R)	17	50%	50%
54.	Chief Cameraman	17	50%	50%
55.	Assistant Director (I.T)/Programmer	17	50%	50%
56.	Junior Engineer	17	50%	50%
57.	Assistant Director (Telecasting)	17	50%	50%
58.	Transport Officer	17	50%	50%
59.	Assistant Sergeant-at-Arms	17	50%	50%
60.	Section Officer	17	50%	50%
61.	Private Secretary	17	50%	50%
62.	Official Reporter (Urdu)	17	10%	90%
63.	Official Reporter (English)	17	10%	90%
64.	Interpreter	17	-	100%
65.	Translator	17	50%	50%
66.	Publication Officer	17	50%	50%
67.	Assistant Draftsman	17	-	100%
68.	Editor of Debates	17	-	100%
69.	Accountant (I.R)	17	-	100%
70.	Assistant Librarian	16	10%	*90% *The mode of appointment will be restored to 100% after the abolishment of the post Microfilm Cameraman (BS-14)
71.	Junior Research Officer	16	-	100%
72.	Protocol Officer	16	50%	50%
73.	Cameraman	16	50%	50%
74.	Supervisor (I.T)	16	50%	50%
75.	Sub Engineer	16	50%	50%
76.	Junior Transport Officer	16	50%	50%
77.	Junior Sergeant-at-Arms	16	50%	50%
78.	** Superintendent	16	100%	-
79.	Assistant Private Secretary	16	50%	50%
80.	Assistant Translator	16	-	100%
81.	Chief Proof Reader	16	50%	50%
82.	Data Processing Assistant	15	-	100%
83.	Telecasting Assistant	15	50%	50%

* Amended vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018

** Amended vide Notification No.F.3(1)/2016-Estt-I (72) dated 13-03-2017.

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
84.	Transport Assistant	15	50%	50%
85.	Senior Proof Reader	15	50%	50%
86.	Protocol Assistant	14	50%	50%
87.	Assistant	14	50%	50%
88.	Stenotypist	14	-	100%
89.	Proof Reader	14	50%	50%
90.	Assistant Cameraman	12	50%	50%
91.	Maintenance Supervisor	12	-	100%
92.	Storeman (Technical)	12	-	100%
93.	Telecasting Technician	12	-	100%
94.	Garage Superintendent	12	50%	50%
95.	Security Assistant	11	50%	50%
96.	Junior Transport Assistant	09	50%	50%
97.	UDC	09	50%	50%
98.	Junior Security Assistant	07	-	100%
99.	* LDC/LDC (Urdu)	07	10%	90%
100.	Comparer	07	-	100%
101.	Junior Proof Reader	07	-	100%
102.	Book Binder	05	-	100%
103.	Lightman	05	-	100%
104.	Telephone Attendant	05	-	100%
105.	Cutting & Binding Machine Operator	05	50%	50%
106.	Offset Machine Operator	05	50%	50%
107.	Staff Car Driver	04	-	100%
108.	Dispatch Rider	04	-	100%
109.	Chamber Attendant	04	100%	-
110.	Duplicating Machine Operator	04	50%	50%
111.	Daftry	02	100%	-
112.	Qasid	02	100%	-
113.	Naib Qasid	01	-	100%

3. Provided that if no suitable person is available for promotion, the posts shall be filled up by transfer from a Government department from amongst the persons holding appointment on regular basis in the same BPS and possessing the qualifications and experience prescribed for the direct recruitment. In case no suitable person is available for transfer the post (s) shall be filled in by direct recruitment/initial appointment.

4. **Conditions for promotion.**-- Promotion to posts in column 2 below shall be made on seniority-cum-fitness from amongst the persons who hold the posts specified in column 3 on regular basis and fulfill the requirements in column 4:-

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Additional Secretary (BS-21) (Administration)	Joint Secretary	Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine

* Amended vide Notification No.F.5(1)/2007-Estt-I Vol-II(39) dated 10-02-2016.

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Committee will have to apply its collective wisdom to determine the same. A civil servant must fulfill the following conditions for promotion to senior management post:- (a) Qualifying Service: Possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983. In case initial appointment is made in BS-19, only 10 years service is required. (b) Eligibility threshold: Attain a minimum score of 70 marks in CRs. (c) Qualifications: As are prescribed by relevant recruitment rules. (d) Relevance of Experience: Possess experience relevant to the functions of the post being filled by promotion. (e) "Quality and Output of Work" and "Integrity": Marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer. (f) Variety of Experience: The Selection Committee should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) viz-a-viz relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred. (g) Training: Should have successfully completed a regular course at the Pakistan Administrative Staff

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			College/National Defence College. This requirement will be waived for officers who: (i) have served as head of a training institution for at least one year; or (ii) have served on the directing staff of a training institution for at least two years; or (iii) have exceeded the age of 56 years. Top Management Potential: Since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.
2.	Additional Secretary (BS-21) (Legislation)	Joint Secretary	<i>Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Committee will have to apply its collective wisdom to determine the same. A civil servant must fulfill the following conditions for promotion to senior management post:-</i> (a) Qualifying Service: Possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983. In case initial appointment is made in BS-19, only 10 years service is required. (b) Eligibility threshold: Attain a minimum score of 70 marks in CRS. (c) Qualifications: As are prescribed by relevant recruitment rules. (d) Relevance of Experience: Possess experience relevant to the functions of the post being filled by promotion.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(e) "Quality and Output of Work" and "Integrity": Marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer. (f) Variety of Experience: The Selection Committee should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) viz-a-viz relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred. (g) Training: Should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence College. This requirement will be waived for officers who: (i) have served as head of a training institution for at least one year; or (ii) have served on the directing staff of a training institution for at least two years; or (iii) have exceeded the age of 56 years. Top Management Potential: Since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.
3.	Additional Secretary (BS-21) (Committees)	Joint Secretary	Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Committee will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post:- (a) Qualifying Service: Possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983. In case initial appointment is made in BS-19, only 10 years service is required. (b) Eligibility threshold: Attain a minimum score of 70 marks in CRs. (c) Qualifications: As are prescribed by relevant recruitment rules. (d) Relevance of Experience: Possess experience relevant to the functions of the post being filled by promotion. (e) "Quality and Output of Work" and "Integrity": Marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer. (f) Variety of Experience: The Selection Committee should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) viz-a-viz relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred. (g) Training: Should have successfully completed a regular course at the Pakistan Administrative Staff

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			College/National Defence College. This requirement will be waived for officers who: (i) have served as head of a training institution for at least one year; or (ii) have served on the directing staff of a training institution for at least two years; or (iii) have exceeded the age of 56 years. Top Management Potential: Since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.
4.	Additional Secretary (BS-21) (PAC)	Joint Secretary	<i>Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Committee will have to apply its collective wisdom to determine the same. A civil servant must fulfill the following conditions for promotion to senior management post:-</i> (a) Qualifying Service: Possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983. In case initial appointment is made in BS-19, only 10 years service is required. (b) Eligibility threshold: Attain a minimum score of 70 marks in CRs. (c) Qualifications: As are prescribed by relevant recruitment rules.

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			(d) <i>Relevance of Experience</i>: Possess experience relevant to the functions of the post being filled by promotion. (e) <i>"Quality and Output of Work" and "Integrity"</i>: Marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer. (f) <i>Variety of Experience</i>: The Selection Committee should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) viz-a-viz relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred. (g) <i>Training</i>: Should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence College. This requirement will be waived for officers who (i) have served as head of a training institution for at least one year; or (ii) have served on the directing staff of a training institution for at least two years; or (iii) have exceeded the age of 56 years. <i>Top Management Potential</i>: Since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.
5	Director General (Library & Research) (BS-20)	Director (Research)	(i) 17 years service in BS-17 and above. (ii) The incumbent must have at least 5 years service rendered in the relevant field.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/ Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e. SMC.
6.	Director General (I.R) (BS-20)	Director (I.R)	(i) 17 years service in BS-17 and above. (ii) The incumbent must have at least 5 year service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. v) Successful completion of prescribed training, i.e., SMC.
7.	Director General (F.R) (BS-20)	Director (Protocol/Visa-Passport/Media) (BS-19)	(i) 17 years service in BS-17 and above. (ii) The incumbent must have at least 5 year service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of relevant trainings from Foreign Service Academy, Islamabad and PIPS.
8.	Director General (I.T) (BS-20)	Director (I.T)	(i) 17 years service in BS-17 and above. (ii) The incumbent must have at least 5 years service rendered in the relevant field.

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			(iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) SI.No.157. v) Successful completion of prescribed training, i.e. SMC.
9.	Joint Secretary (BS-20) (Administration)	Deputy Secretary	(a) Qualifying Service: possess 17 years service as an officer in accordance with the length of service formula as contained in Establishment Division's O.M.No.1/9/80-R-II (A), dated 2-6-1983. (b) Eligibility threshold: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum. (c) Qualifications: as prescribed by relevant recruitment rules. (d) Relevance of Experience: possess experience relevant to functions of the post to which promotion is being made. (e) Variety of experience: the Selection Committee should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well-rounded experience should normally be preferred particularly if he has served with the distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long. Training: should have successfully completed a regular course at NIPA or an equivalent course in another institution.
10.	Joint Secretary (BS-20) (PAC)	Deputy Secretary	(a) Qualifying Service: possess 17 years service as an officer in accordance with the length of service formula as contained in Establishment

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			Division's O.M No.1/9/80-R-II (A), dated 2-6-1983; (b) Eligibility threshold: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum. (c) Qualifications: as prescribed by relevant recruitment rules. (d) Relevance of Experience: possess experience relevant to functions of the post to which promotion is being made. (e) Variety of experience: the Selection Committee should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well-rounded experience should normally be preferred particularly if he has served with the distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long. Training: should have successfully completed a regular course at NIPA or an equivalent course in another institution.
11.	Joint Secretary (Establishment)/Director General (HRM) (BS-20)	Deputy Secretary	(a) Qualifying Service: possess 17 years service as an officer in accordance with the length of service formula as contained in Establishment Division's O.M No.1/9/80-R-II (A), dated 2-6-1983; (b) Eligibility threshold: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum. (c) Qualifications: as prescribed by relevant recruitment rules. (d) Relevance of Experience: possess experience relevant to functions of the post to which promotion is being made.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(e) Variety of experience: the Selection Committee should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well-rounded experience should normally be preferred particularly if he has served with the distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long. Training: should have successfully completed a regular course at NIPA or an equivalent course in another institution.
12.	Joint Secretary (BS-20) (Committees)	Deputy Secretary	(a) Qualifying Service: possess 17 years service as an officer in accordance with the length of service formula as contained in Establishment Division's O.M.No. 1/9/80-R-II (A), dated 2-6-1983; (b) Eligibility threshold: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum. (c) Qualifications: as prescribed by relevant recruitment rules. (d) Relevance of Experience: possess experience relevant to functions of the post to which promotion is being made. (e) Variety of experience: the Selection Committee should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well-rounded experience should normally be preferred particularly if he has served with the distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long. Training: should have successfully completed a regular course at NIPA or an equivalent course in another institution.
13.	Joint Secretary (Litigation) (BS-20)	Deputy Secretary	Deputy Secretary with five years of service in Litigation Cell or Deputy Secretary having 2 nd Class LLB degree (recognized from HEC) with 5 years of service in Establishment Wing.
14.	Joint Secretary (Legislation) (BS-20)	Deputy Secretary	(i) Well versed with the Parliamentary practices and procedure and business of the House as well. (ii) Legal knowledge and legal background. (iii) Assistance rendered to the Honourable Speaker and Secretary at the spur of the moment, inside/outside the House. (iv) Successful completion of prescribed training, i.e. SMC.
15.	* Omitted	-	-
16.	Director (Research) (BS-19)	Senior Research Officer	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
17.	Director (I.R) (BS-19)	Deputy Director (I.R)	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field.

* Omitted vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
18.	Director (Protocol/ Visa-Passport/ Media) (BS-19)	Deputy Director (Visa/Passport/ Protocol/ Media) (BS-18)	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of relevant trainings from Foreign Service Academy, Islamabad and PIPS.
19.	Director (I.T) (BS-19)	Deputy Director (LAN)/ System Analyst	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
20.	Engineer Incharge (BS-19)	Senior Engineer	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course. Provided that as per prescribed standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E. (Electronics/Electrical) degree will be considered for promotion.
21.	Sergeant-at-Arms (BS-19)	Deputy Sergeant-at-Arms	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Must have acquired security related trainings attended at Sehala, Police Training Centre as per Schedule-B.
22.	Deputy Secretary (BS-19)	Section Officer (BS-18)	(i) Seniority-cum-fitness basis. (ii) 12 years service in grade-17 and above; (iii) Attain a minimum score of 60 marks (quantification of PERs/ training/ DPC) in accordance with the formula given in the Addendum. (iv) The incumbent must have at least 3 years service rendered in the relevant field. (v) The service in BS-16 and below

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/ Appointment/Seniority & Promotion) Sl.No.157. Experience: (i) Possess experience relevant to functions of the posts to which promotion is being made. (ii) The DPC should give due consideration to the nature of duties, duration and location of posts previously held by the Officer. (iii) Successful completion of prescribed training, i.e., Mid Career Management Course.
23.	Deputy Secretary (Litigation) (BS-19)	Section Officer	(i) 2nd class B.A preferably LL.B from HEC recognized University. (ii) Five years experience in Litigation Cell. (iii) Well abreast with the Court Procedure at level of Supreme Court, High Courts and Civil Courts/Service Tribunals. (iv) The incumbent must have to qualify the pre-promotion test related to the job description of the post.
24.	Chief Reporter (Urdu) (BS-19)	Senior Official Reporter (Urdu)	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
25.	Chief Reporter (English) (BS-19)	Senior Official Reporter (English)	(i) 12 years service in BS-17 and above.

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
			(ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
26.	Chief Interpreter (BS-19)	Senior Interpreter	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
27.	Chief Translator (BS-19)	Senior Translator	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
28.	Deputy Secretary (Legislation) (BS-19)	Section Officer (BS-18)	(i) 2nd class LLB from HEC recognized College/University. (ii) Minimum 12 years cadre service in BS-17 and above in accordance with the promotion policy; and. (iii) Minimum 7 years experience on legislation side. (iv) Successful completion of prescribed training, i.e., Mid Career Management Course.
29.	Draftsman (BS-19)	Deputy Draftsman	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field as per Schedule-B. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
30.	Chief Editor of Debates (BS-19)	Senior Editor	(i) 12 years service in BS-17 and above. (ii) The incumbent must have at least 3 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of prescribed training, i.e., Mid Career Management Course.
31.	* Senior Librarian (BS-18)	Librarian	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field.

* Amended vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
32.	Senior Research Officer (BS-18)	Research Officer-cum-Speech Writer	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
33.	Deputy Director (I.R) (BS-18)	Assistant Director (I.R)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
34.	Deputy Director (Visa/ Passport/ Protocol/ Media) (BS-18)	Assistant Director (P.R)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Successful completion of relevant trainings from Foreign Service Academy, Islamabad and PIPS.
35.	Deputy Director (LAN) /System Analyst (BS-18)	Assistant Director (I.T)/Programmer	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/ Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
36.	Senior Engineer (BS-18)	Junior Engineer	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. Provided that as per prescribed

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E (Electronics/Electrical) degree will be considered for promotion.
37.	Deputy Director (Telecasting) (BS-18)	Assistant Director (Telecasting)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/ Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. Provided that as per prescribed standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E (Electronics/Electrical) degree will be considered for promotion.
38.	Deputy Sergeant-at-Arms (BS-18)	Assistant Sergeant-at-Arms	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) Must have acquired security related trainings attended at Sehala Police Training Centre as per Schedule-B.
39.	Section Officer (BS-18)	Section Officer (BS-17)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
40.	Section Officer (Litigation) (BS-18)	All Officers in BS-17	(i) 5 years service rendered in service matters preferably having a legal background. (ii) The incumbent must have to qualify the pre-promotion test related to the job description of the post.
41.	Senior Official Reporter (Urdu) (BS-18)	Official Reporter (Urdu)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the shorthand/typing test.
42.	Senior Official Reporter (English) (BS-18)	Official Reporter (English)	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			field/job description as per Schedule-B.
43.	Senior Interpreter (BS-18)	Interpreter	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
44.	Senior Translator (BS-18)	Translator	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
45.	Deputy Draftsman (BS-18)	Assistant Draftsman	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(v) The incumbent must have to qualify the pre-promotion test related to the job description of the post as per Schedule-B.
46.	Senior Editor (BS-18)	Editor of Debates	(i) 5 years service in BS-17. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The service in BS-16 and below will be calculated as per length of service formula prescribed in the ESTACODE Vol-I Chapter 2 (Recruitment/Appointment/Seniority & Promotion) Sl.No.157. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
47.	* Librarian (BS-17)	Assistant Librarian	(i) 5 years service as Assistant Librarian. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
48.	Research Officer-cum-Speech Writer (BS-17)	Junior Research Officer	(i) 5 years service as Junior Research Officer. (ii) On seniority-cum-fitness basis. (iii) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
49.	Assistant Director (P.R) (BS-17)	Protocol Officer	(i) 5 years service as Protocol Officer. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) Successful completion of relevant trainings from Foreign Service Academy, Islamabad and PIPS.

* Amended vide Notification No.F.3(4)/2016-Estt-I(45) dated 12-02-2018.

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
50.	Chief Cameraman (BS-17)	Cameraman	(i) 5 years service as Cameraman. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
51.	Assistant Director (I.T) (BS-17)/Programmer(BS-17)	Supervisor (I.T)	(i) 5 years Service as Supervisor (I.T). (ii) One Year Post Graduate Diploma in Information Technology with relevant courses to the post relaxable for those holding MCS/BCS degrees with relevant courses to the post. (iii) The incumbent must have at least 2 years service rendered in the relevant field. (iv) Seniority-cum-fitness basis. (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
52.	Junior Engineer (BS-17)	Sub Engineer	(i) 5 years service as Sub-Engineer. (ii) On seniority-cum-fitness basis. (iii) The incumbent must have at least 2 years service rendered in the relevant field. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. Provided that as per prescribed standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E (Electronics/Electrical) degree will be considered for promotion.
53.	Assistant Director (Telecasting) (BS-17)	Telecasting Assistant	(i) 7 years service as Telecasting Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			(iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. Provided that as per prescribed standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E. (Electronics/Electrical) degree will be considered for promotion.
54.	Transport Officer (BS-17)	Junior Transport Officer	(i) 5 years service as Junior Transport Officer. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
55.	Assistant Sergeant-at-Arms (BS-17)	Junior Sergeant-at-Arms	(i) 5 years service as Junior Sergeant-at-Arms. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) Must have acquired security related trainings attended at Schafar Police Training Centre as per Schedule-B.
56.	Section Officer (BS-17)	Superintendent	(i) 5 years service as Superintendent. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
57.	Private Secretary (BS-17)	Assistant Private Secretary	(i) 5 years service as Assistant Private Secretary. (ii) The incumbent must have at least 2

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
58.	Official Reporter (Urdu) (BS-17)	All regular employees in BS 1 to 16 of this Secretariat.	(i) 5 years regular service in the N.A.Sectt. (ii) Qualification as prescribed for direct recruitment. (iii) The incumbent must have to qualify the shorthand/typing test.
59.	Official Reporter (English) (BS-17)	All regular employees in BS 1 to 16 of this Secretariat.	(i) 5 years regular service in the N.A.Sectt. (ii) Qualification as prescribed for direct recruitment. (iii) The incumbent must have to qualify the shorthand/typing test.
60.	Translator (BS-17)	Assistant Translator	(i) 5 years service as Assistant Translator. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
61.	Publication Officer (BS-17)	Chief Proof Reader	(i) 5 years service as Chief/ Senior Proof Reader. (ii) The incumbent must have rendered at least 2 years service as Chief Proof Reader. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
62.	Assistant Librarian (BS-16)	Microfilm Cameraman	(i) 5 years service as Microfilm Cameraman. (ii) The incumbent must have at least 2

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
63.	Protocol Officer (BS-16)	Protocol Assistant	(i) 5 years service as Protocol Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) Successful completion of relevant trainings from Foreign Service Academy, Islamabad and PIPS.
64.	Cameraman (BS-16)	Assistant Cameraman	(i) 5 years service as Assistant Cameraman. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
65.	Supervisor (I.T) (BS-16)	Data Processing Assistant	(i) 5 years service as Data Processing Assistant. (ii) Courses/Training on Managing Microsoft Server 2008, Linux and E-mail Server relaxable for those having MCS/BCS degrees. (iii) The incumbent must have at least 2 years service rendered in the relevant field. (iv) Seniority-cum-fitness basis subject to their willingness in writing to work in shifts round the clock (v) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
66.	Sub Engineer (BS-16)	Maintenance	(i) 5 years service as Maintenance

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
		Supervisor/ Storeman (Technical)	Supervisor/Storeman (Technical). (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. Provided that as per prescribed standard/instructions of Pakistan Engineering Council, only those incumbents who possess B.E. (Electronics/Electrical) degree will be considered for promotion.
67	Junior Transport Officer (BS-16)	Transport Assistant	(i) 5 years service as Transport Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
68	Junior Sergeant-at-Arms (BS-16)	Security Assistant	(i) 5 years service as Security Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) Must have acquired security related trainings attended at Sehala Police Training Centre as per Schedule-B.
69	Superintendent (BS-16)	Assistant	(i) 5 years service as Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			qualify the pre-promotion test related to his field/job description as per Schedule-B.
70.	Assistant Private Secretary (BS-16)	Stenotypist	(i) 3 years service as Stenotypist. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
71.	Chief Proof Reader (BS-16)	Senior Proof Reader	(i) 5 years service as Senior Proof Reader/Proof Reader. (ii) The incumbent must have rendered at least 2 years service as Senior Proof Reader. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
72.	Telecasting Assistant (BS-15)	Telecasting Technician	(i) 5 years service as Telecasting Technician. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
73.	Transport Assistant (BS-15)	Garage Superintendent/ Junior Transport Assistant	(i) 5 years service as Garage Superintendent/Junior Transport Assistant. (ii) Qualification as prescribed for direct recruitment. (iii) The incumbent must have to qualify written test.
74.	Senior Proof Reader (BS-15)	Proof Reader	(i) 3 years service as Proof Reader. (ii) The incumbent must have at least 2 years service rendered in the relevant

S # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
75.	Protocol Assistant (BS-14)	LDC/UDC/ Security Assistant/ Junior Security Assistant and all other regular employees in BS 1 to 12 of this Secretariat	(i) Bachelor (2 nd Division) with 5 years regular service in the N.A. Sectt. (ii) Proficiency in General Knowledge and in English language by qualifying written test. (iii) Expertise in MS-Office and an apt user of Internet/Web/E-mail (iv) Promotion will be made by selection on merit amongst LDC/UDC/Security Assistant/Junior Security Assistant and all other regular employees in BS 1 to 12 of this Secretariat.
76.	Assistant (BS-14)	UDC/LDC	FOR UDC (i) 3 years service as UDC. (ii) On seniority-cum-fitness basis. (iii) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B. FOR LDC (i) 2 nd Class Graduate with 3 years service as LDC (ii) Selection on merit (iii) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
77.	Proof Reader (BS-14)	Junior Proof Reader/ Comparer	(i) 3 years service as Junior Proof Reader or Comparer (ii) Qualification as prescribed for direct recruitment. (iii) The incumbent must have to qualify the pre-promotion test related

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			to the job description of the post as per Schedule-B
78.	Assistant Cameraman (BS-12)	Lightman	(i) 5 years service as Lightman. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B.
79.	Garage Superintendent (BS-12)	Staff Car Driver	(i) Seven years service as Staff Car Driver. (ii) Qualification as prescribed for direct recruitment. (iii) The incumbent must have to qualify the pre-promotion test related to job description of the post as per Schedule-B.
80.	Security Assistant (BS-11)	Junior Security Assistant	(i) 3 years service as Junior Security Assistant. (ii) The incumbent must have at least 2 years service rendered in the relevant field. (iii) On seniority-cum-fitness basis. (iv) Must have acquired security related trainings attended at Sehala Police Training Centre as per Schedule-B.
81.	Junior Transport Assistant (BS-09)	All regular employees in BS 1 to 9 of National Assembly Secretariat	(i) 5 years regular service in the N.A. Sectt. (ii) Qualification and Experience as prescribed for direct recruitment. (iii) Promotion will be made by selection on merit.
82.	UDC (BS-09)	LDC	(i) 3 years service as LDC (ii) On seniority-cum-fitness basis. (iii) The incumbent must have to qualify the pre-promotion test related to his field/job description as per Schedule-B
83.	LDC (BS-07)/LDC (Urdu)	All regular	(i) Matic with typing speed of 30

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
	(BS-07)	employees BS-1 to BS-6 of N.A. Secretariat	w.p.m. (ii) The incumbent must have to qualify the pre-promotion test related to job description of the post as per Schedule-B.
84.	Cutting & Binding Machine Operator (BS-05)	All Employees of N.A Secretariat in BS-1 to BS-04	(i) Middle; and (ii) Having working experience of operating cutting and binding machine. (iii) The incumbent must have to qualify the pre-promotion test related to the job description of the post as per Schedule-B.
85.	Offset Machine Operator (BS-05)	All Employees of N.A Secretariat in BS-1 to BS-04	(i) Middle; and (ii) Having working experience of operating offset machine. (iii) The incumbent must have to qualify the pre-promotion test related to the job description of the post as per Schedule-B.
86.	Chamber Attendant (BS-04)	Daftry/Qasid/ Naib Qasid	Must have performed duties in the Chamber for two years.
87.	Duplicating Machine Operator (BS-04)	Daftry/Qasid/ Naib Qasid	(i) 3 years service in BS 1/2; and (ii) Knowledge of operating duplicating machines essential (iii) The incumbent must have to qualify the pre-promotion test related to the job description of the post as per Schedule-B.
88.	Daftry (BS-02)	Qasid or Naib Qasid	(i) 3 years regular government service in BS-01/02. (ii) The promotion will be made in the same scale/grade where the person eligible is in BS-4 or above. (iii) On seniority-cum-fitness basis.
89.	Qasid (BS-02)	Naib Qasid	(i) 3 years service as Naib Qasid. (ii) The promotion will be made in the same scale/grade where the person eligible is in BS-4 or above (iii) On seniority-cum-fitness basis.

(5) **Qualification, experience and age limit for direct recruitment:** A candidate should possess the educational qualification and experience and must be within the age limit as mentioned against the post (s) concerned shown in the enclosed Schedule-A:

"Provided that the age limit will be relaxed in accordance with the instructions issued by the Federal Government from time to time".

(6) The Notifications/S.R.Os issued earlier from time to time prescribing the recruitment rules for the posts mentioned in para 2 are hereby repealed, with immediate effect.

SCHEDULE-A
(See sub-para 5)

S #	Name of post and BPS	★ Qualification/Experience	*Maximum age limit
1.	Additional Secretary (Admn) (BS-21)	Selection on merit.	-
2.	Additional Secretary (Legislation)(BS-21)	Selection on merit.	-
3.	Additional Secretary (Committees) (BS-21)	Selection on merit.	-
4.	Additional Secretary (PAC) (BS-21)	Selection on merit.	-
5.	Director General (Library & Research) (BS-20)	Ph.D./M.Phil in any Social Science discipline from HEC recognized university with 5 years relevant experience rendered in Public/Private Sector with at least five research publications in reputed journals. OR 2 nd Class Master's degree in any Social Science discipline from HEC recognized university with 10 years relevant experience rendered in Public/Private Sector with at least five research publications in reputed journals.	40 years
6.	Director General (I.R) (BS-20)	(i) 2 nd class Master's degree in International Relations/ Globalization and World Economy from HEC recognized university. (ii) 10 years relevant experience rendered in Public/Private Sector.	35 years

* Relaxation in upper age limit is admissible as prescribed from time to time by the Federal Government.

* Preference will be given to those having higher qualification.

7.	Director General (P.R) (BS-20)	2 nd Class Master's degree in any Social Science subject or Mass Communication from HEC recognized university with 10 years relevant experience rendered in the Public/Private Sector.	35 years
8.	Director General (I.T) (BS-20)	(i) 2 nd Class MCS/M.Sc. in Computer Sciences/ IT/ Information Security/ Software Engineering or any other equivalent degree from HEC recognized University. (ii) 10 years relevant experience rendered in Public/Private Sector.	35 years
9.	Joint Secretary (Administration) (BS-20)	Transfer on deputation basis	-
10.	Joint Secretary (PAC) (BS-20)	Transfer on deputation basis	-
11.	Joint Secretary (Establishment)/Director General (HRM) (BS-20)	Transfer on deputation basis	-
12.	Joint Secretary (Committees) (BS-20)	Transfer on deputation basis	-
13.	Joint Secretary (Litigation) (BS-20)	(i) District Judge or a retired District Judge OR (ii) A person who is or has been a Member of Federal or Provincial Service Tribunal OR (iii) An advocate of the High Court having 15 years of practice or an Advocate who has been dealing with service cases during the said period.	40 years
14.	Joint Secretary (Legislation) (BS-20)	(i) 2 nd class LLB from HEC recognized University with at least 15 years experience in Judicial/Legal/Legislative drafting in Government organizations/Semi-government organizations/ autonomous bodies. OR An advocate having 10 years practice with training or experience in Judicial/Legal/Legislative drafting.	40 years

		(ii) Well versed with the Parliamentary practices and procedure and business of the House as well.	
15.	* Omitted	-	-
16.	Director (Research) (BS-19)	2 nd Class Master's degree in any Social Science discipline from HEC recognized university with 10 years relevant experience rendered in Public/Private Sector with at least three research publications in reputed journals.	35 years
17.	Director (I.R) (BS-19)	(i) 2 nd class Master's degree in International Relations/ Globalization and World Economy from HEC recognized university. (ii) 10 years relevant experience rendered in Public/Private Sector.	35 years
18.	Director (Protocol/Visa-Passport/Media) (BS-19)	2 nd Class Master's degree in any Social Science subject or Mass Communication from HEC recognized university with 10 years relevant experience rendered in the Public/Private Sector.	35 years
19.	Director (I.T) (BS-19)	(i) 2 nd Class MCS/M.Sc. in Computer Sciences/ IT/ Information Security/ Software Engineering or any other equivalent degree from HEC recognized University. (ii) 10 years relevant experience rendered in Public/Private Sector.	35 years
20.	Engineer Incharge (BS-19)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University with 10 years relevant experience rendered in Public/Private Sector.	35 years
21.	Sergeant-at-Arms (BS-19)	(i) 2 nd Class Master's degree from HEC recognized university; and (ii) 10 years service in BS-17 and above in security matters.	35 years

* Omitted vide Notification No.F.3(4)/2016-Estt-I(45) dated 14-02-2018.

22.	Deputy Secretary (BS-19)	<u>Deputy Secretary (Finance):</u>	40 years
		Qualification: 2nd class Master's degree in Business Administration (Finance), Economics or equivalent from HEC recognized university.	
		Experience: 10 years experience of finance and budgeting in BS-17 and above in Government organizations/ Semi-government/ autonomous bodies/ reputable private firms.	
		<u>Deputy Secretary (I.R.):</u>	
		Qualification: 2nd class Masters degree in International Relations/ Globalization and World Economy from HEC recognized university.	
		Experience: (i) 10 years relevant experience in BS-17 and above in Government organizations/semi government/ autonomous bodies/reputable private firms (ii) Command over information technology.	
		<u>Deputy Secretary (Computer Science):</u>	
		Qualification: 2nd class Masters degree in Information Technology. Computer Sciences or equivalent Experience: 10 years experience in BS-17 and above in Government organizations/semi government/autonomous bodies/reputable private firms relating to following:- (i) A clear grasp of the administrative issues involved in managing a	

		large configuration of automation resources in a sizeable organization. Experience of independently managing such a configuration is preferable. (ii) Experience of developing and implementing information strategies in large organizations. (iii) A clear understanding of Network related issues. Experience of independently managing a large PC based local area network (LAN) is preferable. (iv) Experience of working as a Programmer and/or a System Analyst with a clear understanding of Programming principles and database concepts. Must have designed and implemented at least two applications systems. (v) Experience of directly working with organizations in PC based hardware and software. Experience of working with leading Word Processing, Database and Spread Sheet software is required. Experience of working with e-mail, Urdu Word Processors and Text Based packages is preferable. <u>Deputy Secretary (Subject Matter Expert):</u> Qualification: 2nd class Master's degree in Business Administration, Political Science, English or equivalent from HEC recognized university. Experience: (i) 10 years relevant	
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		experience in BS-17 and above in Government organizations/ semi government/autonomous bodies/reputable private firms. (ii) Skills to provide/ supervise information support services. (iii) Command over information technology. <u>Deputy Secretary (HRM):</u> Qualification: 2nd class Master's degree in HRM, MPA, Business Administration or equivalent from HEC recognized university. Experience: 10 years experience of Human Resource/Personnel Management/Administration including training needs assessment of Officers/ Officials in public sector organization in BS-17 and above in Government organizations/ semi government/ autonomous bodies/ or reputable private firms.	
23.	Deputy Secretary (Litigation) (BS-19)	(i) LL.M/LL.B from HEC recognized University; (ii) An advocate of the High Court having 7 years of practice or an Advocate who has been dealing with service cases during the said period.	35 years
24.	Chief Reporter (Urdu) (BS-19)	(i) 2nd class Bachelor degree from HEC recognized University; (ii) Urdu Shorthand Speed: 140 words per minute; (iii) Urdu Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer software.	35 years

		(v) 10 years relevant experience rendered in Public/Private sector.	
25.	Chief Reporter (English) (BS-19)	(i) 2 nd class Bachelor degree from HEC recognized University; (ii) English Shorthand Speed: 140 words per minute; (iii) English Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer softwares. (v) 10 years relevant experience rendered in Public/Private sector.	35 years
26.	Chief Interpreter (BS-19)	(i) 2 nd Class Master's degree (English) from HEC recognized University. (ii) 10 years experience in relevant field rendered in Public/Private Sector.	35 years
27.	Chief Translator (BS-19)	(i) 2 nd Class Master's Degree in English/Urdu from HEC recognized University; and (ii) 10 years experience of Translation work from Urdu to English and Vice versa rendered in Public/Private Sector.	35 years
28.	Deputy Secretary (Legislation) (BS-19)	2 nd class LLB from HEC recognized University with at least 10 years experience in Judicial/Legal/Legislative drafting in Government organizations/Semi-government/autonomous bodies. OR An advocate having 7 years practice with training or experience in Judicial/Legal/Legislative drafting.	40 years
29.	Draftsman (BS-19)	2 nd class LLB from HEC recognized University with at least 10 years experience in Judicial/Legal/Legislative drafting in Government	40 years

		organizations/Semi-government/ autonomous bodies. OR An advocate having 7 years practice with training or experience in Judicial/ Legal/ Legislative drafting.	
30.	Chief Editor of Debates (BS-19)	(i) 2 nd class Master degree in English/Urdu from HEC recognized University. (ii) 10 years relevant experience rendered in Public/Private Sector.	35 years
31.	Chief Finance and Accounts Officer (BS-19)	On transfer from Audit department.	-
32.	Director (Budget) (BS-19)	On transfer from Audit department.	-
33.	* Senior Librarian (BS-18)	(i) 2 nd class Masters degree in Library Science from HEC recognized university. (ii) 5 years professional experience including 3 years in a senior position in technical processing operation of a major University research or Government Library; and (iii) Knowledge of automated cataloging, indexing and information retrieval system.	30 years
34.	Senior Research Officer (BS-18)	(i) 2 nd class Masters degree in any Social Science discipline from HEC recognized university. (ii) At least five year's post graduate work experience of conducting objective, evidence based research and producing and delivering research briefings/reports on public policy in each of the areas for which applying for a position. (iii) Experience in writing speeches in English will be preferred.	30 years
35.	Deputy Director (I.R) (BS-18)	(i) 2 nd class Master degree in International Relations/Globalization and	30 years

		World Economy from HEC recognized university. (ii) 5 years relevant experience rendered in Public/Private Sector.	
36.	Deputy Director (Visa/Passport/Protocol/Media) (BS-18)	2 nd Class Master's degree in any Social Science subject or Mass Communication from HEC recognized university with 5 years relevant experience rendered in the Public/Private Sector.	30 years
37.	Deputy Director (LAN) (BS-18)/ System Analyst (BS-18)	(i) 2 nd Class MCS/M.Sc. in Computer Sciences/ IT/ Information Security/Software Engineering or any other equivalent degree from HEC recognized University. (ii) 5 years relevant experience rendered in Public/Private Sector.	30 years
38.	Senior Engineer (BS-18)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University with 5 year relevant experience rendered in Public/Private Sector.	30 years
39.	Deputy Director (Telecasting) (BS-18)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University with 5 years relevant experience rendered in Public/Private Sector.	30 years
40.	Deputy Sergeant-at-Arms (BS-18)	(i) 2 nd Class Bachelor degree from HEC recognized university and (ii) 5 years service in BS-17 or on equivalent in security matters.	30 years
41.	Section Officer (BS-18)	(i) 2 nd class Masters degree from HEC recognized university. (ii) 5 years service rendered in service matters in Govt. Offices.	30 years
42.	Section Officer (Litigation) (BS-18)	LLB from HEC recognized University with five years of legal practice.	30 years
43.	Senior Official Reporter (Urdu) (BS-18)	(i) 2 nd class Bachelor degree from HEC recognized University.	30 years

		(ii) Urdu Shorthand Speed: 140 words per minute; (iii) Urdu Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer softwares. (v) 5 years relevant experience rendered in Public/Private sector.	
44.	Senior Official Reporter (English) (BS-18)	(i) 2nd class Bachelor degree from HEC recognized University; (ii) English Shorthand Speed: 140 words per minute; (iii) English Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer softwares. (v) 5 years relevant experience rendered in Public/Private sector.	30 years
45.	Senior Interpreter (BS-18)	(i) 2nd Class Master's degree (English) from HEC recognized University. (ii) 5 years experience in relevant field rendered in Public/Private Sector.	30 years
46.	Senior Translator (BS-18)	(i) 2nd Class Master's Degree in English/Urdu from HEC recognized University; and (ii) 5 years experience of Translation work from Urdu to English and Vice versa rendered in Public/Private Sector.	30 years
47.	Deputy Draftsman (BS-18)	2nd class LLB from HEC recognized University with at least 5 years experience in Judicial/ Legal/ Legislative drafting in Government organizations/Semi-government organizations/ autonomous bodies. OR An advocate having 5 years practice with training or experience in	35 years

		Judicial/Legal/Legislative drafting.	
48.	Senior Editor (BS-18)	(i) 2 nd class Master's degree in English/Urdu from HEC recognized University. (ii) 5 years relevant experience in Government Department/ Private Organization.	30 years
49.	DDO (BS-18)	On transfer from Audit department.	-
50.	* Librarian (BS-17)	(i) 2 nd Class Master's degree in Library Science from HEC recognized university. (ii) 3 years in automated cataloging, indexing and information retrieval system in Public/Private sector.	30 years
51.	Research Officer-cum-Speech Writer (BS-17)	(i) 2 nd class Master's degree in any social science discipline from HEC recognized university. (ii) At least three year's post graduate work experience of conducting objective, evidence based research and producing and delivering research briefings/reports on public policy in each of the areas for which applying for a position. (iii) Experience in writing speeches in English will be preferred.	30 years
52.	Assistant Director (I.R) (BS-17)	2 nd class Master's degree in International Relations/Globalization and World Economy from HEC recognized university.	30 years
53.	Assistant Director (P.R) (BS-17)	2 nd Class Master's degree in any Social Science subject or Mass Communication from HEC recognized university with 3 years relevant experience rendered in the Public/Private Sector.	30 years
54.	Chief Cameraman (BS-17)	(i) Bachelor (2 nd Division) from HEC recognized university. (ii) Diploma in Technical Cinematography;	30 years

* Amended vide Notification No.F.3(4)/2016-Est-I(45) dated 14-02-2018.

		(iii) Knowledge of various aspects of Cinematography, developing and printing of photographs; and (iv) 5 years experience with reputed Lab will be preferred.	
55.	Assistant Director (I.T) (BS-17)/ Programmer (BS-17)	(i) 2 nd Class MCS/M Sc. in Computer Sciences/ IT/ Information Security/ Software Engineering or any other equivalent degree from HEC recognized University. (ii) 3 years relevant experience rendered Public/ Private sector.	30 years
56.	Junior Engineer (BS-17)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University with 3 years relevant experience rendered in Public/Private Sector.	30 years
57.	Assistant Director (Telecasting) (BS-17)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University with 3 years relevant experience rendered in Public/Private Sector.	30 years
58.	Transport Officer (BS-17)	(i) 3 years post Matric Diploma in automobile; and (ii) Ten years experiences in Transport/ vehicle and its Organization will be preferred.	35 years
59.	Assistant Sergeant-at-Arms (BS-17)	(i) 2 nd Class Bachelor degree from HEC recognized university; and (ii) 5 years service in BS-16 or on equivalent in security matters.	30 years
60.	Section Officer (BS-17)	(i) 2 nd Class Master's Degree from HEC recognized university. (ii) 3 years experience rendered in service matters in Govt. offices.	30 years
61.	Private Secretary (BS-17)	(i) 2 nd class Bachelor's degree from HEC recognized university; (ii) 5 years service in the relevant field.	30 years

		(iii) Expertise in Ms-Office and an apt user of Internet/Web/E-mail.	
62.	Official Reporter (Urdu) (BS-17)	(i) 2 nd class Bachelor degree from HEC recognized University; (ii) Urdu Shorthand Speed: 120 words per minute; (iii) Urdu Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer softwares.	25 years
63.	Official Reporter (English) (BS-17)	(i) 2 nd class Bachelor degree from HEC recognized University; (ii) English Shorthand Speed: 120 words per minute; (iii) English Typing Speed: 50 words per minute; and (iv) Proficiency in relevant computer softwares.	25 years
64.	Interpreter (BS-17)	(i) 2 nd Class Master's degree (English) from HEC recognized University. (ii) 3 years experience in relevant field rendered in Public/Private Sector.	30 years
65.	Translator (BS-17)	(i) 2 nd Class Master's Degree in English/Urdu from HEC recognized University; and (ii) 3 years experience of Translation work from Urdu to English and Vice versa rendered in Public/Private Sector.	30 years
66.	Publication Officer (BS-17)	(i) 2 nd Class Master's Degree in English/Urdu from HEC recognized university; and (ii) 5 years relevant experience rendered in Public/ Private Sector.	30 years
67.	Assistant Draftsman (BS-17)	2 nd class LLB from HEC recognized University with at least 3 years experience in Judicial/ Legal/ Legislative drafting in Government organizations/Semi-	30 years

		government organizations/ autonomous bodies.	
		OR	
		An advocate having 3 years practice with training or experience in Judicial/ Legal/ Legislative drafting.	
68.	Editor of Debates (BS-17)	(i) 2 nd class Masters degree in English/Urdu from HEC recognized University. (ii) Expertise in Ms-Office and an apt user of Internet/Web/ E-mail.	30 years
69.	Accountant (I.R) (BS-17)	On transfer from Audit department.	-
70.	Assistant Librarian (BS-16)	(i) 2 nd Class Master's degree in Library Science from HEC recognized university. (ii) Knowledge of automated cataloging, indexing and information retrieval system.	25 years
71.	Junior Research Officer (BS-16)	(i) 2 nd class Master's degree in any Social Science discipline from HEC recognized university. (ii) Experience in writing speeches/research papers in English will be preferred.	25 years
72.	Protocol Officer (BS-16)	2 nd Class Master's degree in any Social Science subject or Mass Communication from HEC recognized university.	25 years
73.	Cameraman (BS-16)	(i) Intermediate(2 nd Division). (ii) Diploma in Technical Cinematography; (iii) Knowledge of various aspects of Cinematography, developing and printing of photographs; and (iv) Experience with reputed Lab will be preferred.	30 years
74.	Supervisor (I.T) (BS-16)	2 nd Class MCS/M.Sc. in Computer Sciences/ IT/ Information Security/Software Engineering or any other equivalent degree from HEC recognized University.	25 years

75.	Sub Engineer (BS-16)	B.E (Electronics/Electrical) 2 nd Division from HEC recognized University.	25 years
76.	Junior Transport Officer (BS-16)	(i) 3 years post Matric Diploma in automobile; and (ii) Five years experiences in Transport/ vehicle and its Organization will be preferred.	30 years
77.	Junior Sergeant-at-Arms (BS-16)	(i) 2 nd Class Bachelor degree from HEC recognized university; and (ii) 3 years service in BS-16 or on equivalent in security matters.	30 years
78.	Superintendent (BS-16)	2 nd Class Master's Degree from HEC recognized University.	25 years
79.	Assistant Private Secretary (BS-16)	(i) 2 nd class Bachelor's degree from HEC recognized university; (ii) English Shorthand Speed: 100 words per minute; (iii) English typing Speed. 50 words per minute; and (iv) Expertise in Ms-Office and an apt user of Internet/Web/E-mail.	25 years
80.	Assistant Translator (BS-16)	2 nd Class Master's Degree in English/Urdu from HEC recognized University.	25 years
81.	Chief Proof Reader (BS-16)	(i) 2 nd Class Master's Degree in English/Urdu from HEC recognized university; and (ii) 3 years relevant experience rendered in Public/ Private Sector.	30 years
82.	Data Processing Assistant (BS-15)	(i) 2 nd Class BS (CS)/BS(IT) or any other equivalent degree from HEC recognized University. (ii) Knowledge of Bilingual English/Urdu applications Software & Designing software. (iii) Typing speed English:50 w.p.m. (iv) Typing Speed Urdu 40 w.p.m	25 years

83.	Telecasting Assistant (BS-15)	(i) 3 years Diploma of Associate Engineer (Electronics/Electrical) 2nd Division from recognized Technical Board. (ii) 3 years experience in Telecasting/ Broadcasting. Digital Robotic Camera Operation and Maintenance. Video Mixer/ Switcher Operations. Digital VTRs. Non Linear Video Editing and Repairing of Video Equipments in Public/Private Sector.	25 years
84.	Transport Assistant (BS-15)	(i) 3 years post Matric Diploma in automobile; and (ii) Five years experiences in Transport/ vehicle and its Organization will be preferred.	28 years
85.	Senior Proof Reader (BS-15)	(i) Graduate 2nd Division with 50% marks in elective subject i.e. English or Urdu from HEC recognized university; and (ii) The incumbents having relevant experience in the field will be preferred	25 years
86.	Protocol Assistant (BS-14)	(i) Graduate (2nd Division); (ii) Knowledge of political as well as world affairs and command over the English Language; and (iii) Preference will be given to those with experience of Protocol.	25 years
87.	Assistant (BS-14)	(i) 2nd class Graduate from HEC recognized university; and (ii) Expertise in Ms-Office and an apt user of Internet/Web/E-mail.	25 years
88.	Stenotypist (BS-14)	(i) Intermediate (2nd Division); (ii) English Shorthand Speed: 80 words per minute; (iii) English typing Speed: 40 words per minute; and	25 years

		(iv) Expertise in Ms-Office and an apt user of Internet/Web/E-mail.	
89.	Proof Reader (BS-14)	Graduate 2 nd Division with 50% marks in elective subject i.e. English or Urdu from HEC recognized University.	25 years
90.	Assistant Cameraman (BS-12)	(i) Intermediate(2 nd Division); and (ii) 3 years experience of photography, developing & printing of photographs etc.	25 years
91.	Maintenance Supervisor (BS-12)	3 years Diploma of Associate Engineer (Electronics/Electrical) 2 nd Division from recognized Technical Board.	25 years
92.	Storeman (Technical) (BS-12)	3 years Diploma of Associate Engineer (Electronics/Electrical) 2 nd Division from recognized Technical Board.	25 years
93.	Telecasting Technician (BS-12)	3 years Diploma of Associate Engineer (Electronics/Electrical) 2 nd Division from recognized Technical Board.	25 years
94.	Garage Superintendent (BS-12)	(i) Matric with valid HTV Driving Licence. (ii) Diploma/ Certificate in Automobile Engineering. (iii) Experience in the relevant field will be preferable. (iv) Well aware of Traffic Rules and Road signs.	30 years
95.	Security Assistant (BS-11)	Bachelor (2 nd Division) from HEC recognized university or equivalent Army qualification preferably with experience/ training of Security.	25 years
96.	Junior Transport Assistant (BS-09)	(i) Intermediate(2 nd Division) (ii) Diploma/ Certificate in Engine Repair Technician and Engine Assembly. (iii) Valid LTV/HTV licence. (iv) 3 years relevant experience.	25 years
97.	UDC (BS-09)	(i) Intermediate(2 nd Division), and	25 years

		(ii) Expertise in Ms-Office and an apt user of Internet/Web/E-mail.	
98.	Junior Security Assistant (BS-07)	Intermediate (2 nd Division) or equivalent Army qualification preferably with experience/training of Security.	25 years
99.	LDC (BS-07)/LDC (Urdu) (BS-07)	(i) Matric (2 nd Division) with English typing speed 30 w.p.m; and (ii) Computer literate will be given preference.	25 years
100.	LDC (Urdu) (BS-07)	(i) Matric (2 nd Division) with Urdu typing speed 30 w.p.m. and (ii) Computer literate will be given preference.	25 years
101.	Comparer (BS-07)	(i) Intermediate (2 nd Division) with 50% marks in subjects of English and Urdu. (ii) Preference will be given to those having relevant experience.	25 years
102.	Junior Proof Reader (BS-07)	(i) Intermediate (2 nd Division) with 50% marks in subjects of English and Urdu. (ii) Preference will be given to those having relevant experience.	25 years
103.	Book Binder (BS-05)	(i) 2 nd class Bachelor's degree from HEC recognized university; and (ii) Experience in book binding work.	25 years
104.	Lightman (BS-05)	(i) Matric (ii) Experience of lighting arrangements for Video/Photography	25 years
105.	Telephone Attendant (BS-05)	Matriculate.	25 years
106.	Cutting and Binding Machine Operator (BS-05)	(i) Matric; and (ii) 3 years experience of cutting and binding work rendered in Public/Private Sector.	25 years
107.	Offset Machine Operator (BS-05)	(i) Matric; and (ii) 3 years experience of operating the Offset machine in Public/Private Sector.	25 years
108.	Staff Car Driver (BS-04)	(i) Primary pass; and	30 years

		(ii) Valid driving licence holder and well versed in the traffic rules.	
109.	Dispatch Rider (BS-04)	(i) Primary pass; and (ii) Valid driving licence holder and well versed in the traffic rules.	30 years
110.	Duplicating Machine Operator (BS-04)	(i) Matric; and (ii) 3 years of experience of operating duplicating machines essential in Public/Private Sector.	25 years
111.	Naib Qasid (BS-01)	Matric	25 years

* Schedule-B

S #	For Promotion in Grade/ Post	Mandatory Training Courses and Pre-Promotion Test
1.	BS-21	As in vogue in the Federal Secretariat.
2.	BS-20	
3.	BS-19	
4.	Section Officer (BS-18/17)	1. Secretariat Training Institute (STI) The eligible Section Officers/Superintendents have to attend 40 hours training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) APT Rules, 1973; (2) Government Servants (Conduct) Rules, 1964; (3) Government Servants (Efficiency & Discipline) Rules, 1973; (4) PPRA Rules, 2004; (5) Revised Leave Rules, 1980; (6) Rules of Business, 1973; and (7) Secretariat Instructions and Office Procedure 2. Pakistan Institute for Parliamentary Services (PIPS) The eligible Section Officers/Superintendents have to attend one month Parliamentary Studies Certificate Course at PIPS and also obtain at least 55% marks in test conducted by the PIPS failing which they will have to re-appear in the test. The contents include as follows: (1) Selected parts from: - the Constitution of the Islamic Republic of Pakistan; and - the Rules of Procedure and Conduct of Business in the National Assembly, 2007; (2) Governance and Public Policy; (3) Planning and Coordination; (4) Managing Teams; and (5) Report/ Minutes Writing.
5.	Superintendent	1. Secretariat Training Institute (STI) The eligible Assistants have to attend 30 hours training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) Basic Office Procedure; (2) Basics of Secretariat Instructions; (3) Basics of Noting & Drafting; (4) PPRA Rules, 2004; and (5) Record Management. 2. Pakistan Institute for Parliamentary Services (PIPS) The eligible Assistants have to attend one month Parliamentary Studies Basic Course at PIPS and also obtain at least 55% marks in test conducted by the PIPS failing which they will have to re-appear in

		the test. The contents include as follows: (1) Selected parts from: - the Constitution of the Islamic Republic of Pakistan; and - the Rules of Procedure and Conduct of Business in the National Assembly, 2007; (2) Interpersonal Skills; (3) Communication Skills; (4) Building Trust; and (5) Time and Task Management.
6.	Assistant	The eligible UDCs have to attend 30 hours training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) Basic Office Procedure; (2) Basics of Secretariat Instructions; (3) Basics of Noting & Drafting; (4) PPRA Rules, 2004; and (5) Record Management.
7.	UDC	The eligible LDCs (English/ Urdu) have to attend 30 hours or more training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) Typing; (2) Detailed Office Procedure; (3) Basic English grammar, punctuation, vocabulary & usage; (4) Basics of Microsoft Office; and (5) Introduction to Urdu typing software (Inpage).
8.	Private Secretary (BS-17)	The eligible Assistant Private Secretaries have to attend 30 hours or more training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) Duties & responsibilities of Private Secretary; (2) Basics of Secretariat Instructions; (3) Procedure of official meetings; (4) Communication skills/ forms of communication; (5) Handling of classified documents; (6) Organizational skills in the workplace profile of ideal PS/ APS; (7) Secretary's time waster; (8) Secretary's office work desk tools; and (9) MS Office (Word/spread sheet on Excel/Power Point/Internet).
9.	Assistant Private Secretary	The eligible Stenotypists have to attend 30 hours or more training course at STI and also obtain at least 55% marks in test conducted by the STI failing which they will have to re-appear in the test. The contents include as follows: (1) Typing; (2) Detailed Office Procedure; (3) Basic English grammar, punctuation, vocabulary & usage; (4) Basics of Microsoft Office; (5) Introduction to Urdu typing software (Inpage); and (6) Duties & responsibilities of Assistant Private Secretaries.

10.	Security Staff	Successful completion of security related training attended at the relevant institutes/ academics.
11.	Rest of the posts up to BS-18	<u>Pre-promotion Test</u> The eligible incumbents shall have to qualify pre-promotion test conducted by the Pakistan Institute for Parliamentary Services, Islamabad by obtaining at least 55% marks failing which they will have to re-appear in the test.